

Job Description



Job Title:	Reserves Officer
Location:	Groundwork & Wild Ground Offices, Wrexham
Responsible to:	Green Skills & Environment Project Manager
Responsible for:	Volunteers
Number of hours per week:	Full Time – 37.5 hours Including evenings and weekends when required.
Salary:	£21,660

Purpose of the job

This post will be responsible for carrying out practical management at a range of reserves across North East Wales, owned and/or managed by Wild Ground. As well as carrying out a variety of wildlife surveys, this role will work with the stakeholder groups, lead groups of volunteers, and work with educational establishments and members of the public to deliver a range of tasks, events and activities at the site. This post holder will also be required to support project and project reporting where necessary. The post holder will be a dynamic, outgoing individual, with proven experience of practical habitat management, who is also an excellent communicator with good people skills and able to establish good working relations with communities and individuals.

Summary of Main Responsibilities

- Carry out practical habitat and site management work, across Wild Ground nature reserves in accordance with organisational work, site management plans and any funding/contractual requirements.
- Recruit, coordinate and lead teams of volunteers in practical land management. Take responsibility for the health and safety of these teams and ensure safe working practices are adhered to at all times.
- Induct, train, supervise and support assistants, trainees, volunteers and work placements in the delivery of projects and activities, providing and documenting 1:1 support and supervision sessions.
- Plan and deliver educational visits and engagement events.
- Support to draw up, deliver and review annual costed work programmes for relevant sites and support the production of annual and project reports as required

- Represent Wild Ground at external meetings and produce reports for meetings as required.
- Support in relation to licensing requirements for sites and required habitats works.
- Work with local communities to make connections and engage them in the management of their local reserves.
- Plan and participate in annual great crested newt surveys. This involves working some unsociable hours during the survey season.
- Carry out wildlife recording, and species surveys and monitoring as required for site management and other purposes.
- Carry out regular habitat monitoring as required.
- Assist in the planning and delivery of training events.
- Carry out risk assessments and maintain records.
- Maintain reserve management equipment including tools and machinery.
- Liaise with relevant partners to secure external funding for collaborative on site projects and contribute effectively to the partnership delivery of such projects.
- Ensure compliance with legal obligations e.g. health and safety procedures, site rules (RVNR), protected species, Listed Buildings.
- Maintain accurate financial and timesheet records as required by internal and external bodies.
- Support and help deliver the aims and objectives of the Business Plan.
- Adhere to all Organisational policies, procedures and systems.
- Represent the Organisations in a professional manner and act at all times in a manner which will not damage its reputation.
- Please note that this list is not exhaustive and you may be required to perform any other duties reasonably associated with the role.

Person Specification

	Essential	Desirable
Knowledge & Experience	<ul style="list-style-type: none"> • Diploma/A Levels, NVQ Level 3 or equivalent qualifications and some practical experience in a similar role. • Good experience in practical management of nature reserves or similar green spaces • Understand the principles of ecology and the practices of nature conservation. • A good general knowledge of British natural history in particular great crested newts and other UK amphibian species. • A working knowledge of and the ability to carry out, train and supervise others on a wide range of practical environmental improvement and conservation tasks. • Experience of carrying out wildlife surveys and monitoring. • Experience of working with volunteers and community groups. 	<ul style="list-style-type: none"> • IOSH Working Safely • Midas Certificate • First Aid qualification • Level 3 Award in Education and Training (or equivalent) • Experience of Amphibian Conservation work. • Practical reserve management qualifications e.g. chainsaw, brush cutter, Tractor, ATV, pesticides • Experience of delivering formal training

	<ul style="list-style-type: none"> • Experience of delivering educational sessions. • Excellent IT Skills. • Knowledge and understanding of health & safety and following safe working practices. 	
People	<ul style="list-style-type: none"> • Commitment to equality and diversity. • Experience of supervising staff and/or volunteers. • Ability to motivate others. • Ability to explain and train others in work tasks and duties. 	
Judgement & Initiative	<ul style="list-style-type: none"> • Ability to work on own initiative and lead and work as part of a team. • Confident, enthusiastic and self-motivated. • Ability to plan and prioritise workload effectively to meet set deadlines. • Good organisational skills. 	
Communication	<ul style="list-style-type: none"> • Excellent written and verbal communication skills. • Ability to communicate effectively with the public and volunteers. • Ability to work with individuals at a variety of levels, internally and externally and in a range of organisations. 	<ul style="list-style-type: none"> • Ability to communicate through the medium of Welsh.
Resources	<ul style="list-style-type: none"> • Ability to handle petty cash, obtain quotes and order project materials and services as directed. • Ability to keep accurate project records. • Ability to record and ensure accurate records of expenditure. 	
Confidentiality	<ul style="list-style-type: none"> • Understanding of the importance of confidentiality. • Ability to maintain confidentiality as required. 	
Other	<ul style="list-style-type: none"> • Ability to demonstrate the qualities 'Genuine, Reputable, Enterprising, Energising & Needs Driven' in line with Groundwork North Wales' GREEN values. • Full driving licence. • Appreciation and understanding of Welsh heritage and culture. 	